



INDIGENOUS CERTIFICATION BOARD OF CANADA

RECERTIFICATION APPLICATION

Certification renewal required every 2 years

Applicant's Full Name															
Current Position										Are you a NNADAP worker?					
Employee Type		Treatment Centre - TC				Community based - CW				Program Instructor - PI					
Employer type	BCI		TCL		HLC		FC		HLDG		HA		CS		HLTHC
Home Address															
Home Phone								Cell							
Email															
Current Certification Level															
Certificate No.							Expiration Date								
<p>NOTE: This form is for recertification <u>at the same level</u>.</p> <ul style="list-style-type: none"> If you are applying for higher certification, please use the Application for a Certification Upgrade. If you obtained a certification through a Certification Equivalence, you will need to complete the Recertification Application for Certification via ICBOC's Equivalence Process 															
Current Employer															
Business Address															
Work phone							Work Email								
EDUCATION/TRAINING															
<p>Forms 2 and 3 are attached. Please read the instructions carefully to ensure the forms are completed as required, as incomplete forms will be resent, causing delay in the processing of your application. In total, these two forms should document a minimum of 40 hours that:</p> <ul style="list-style-type: none"> Have been completed in the past 24 months since your last certification Are on topics reflecting the education/training required for your specific certification and level. If you were required to complete some further training to maintain your certification, please ensure you have completed this training or your renewal will not be granted until this is done. 															
RECERTIFICATION FEE															
<p>PLEASE ENSURE THAT YOU HAVE ENCLOSED all the required documents and the recertification fee that corresponds to your renewed certification and level. The List of Fees is available on ICBOC's website at http://icboc.ca/certification/list-of-certifications/list-of-fees/. Review of the recertification application will only proceed once all the documents and the fee have been received.</p> <ul style="list-style-type: none"> If your recertification application is late or incomplete 30 days from the date of your certificate expiry, please add a late fee of \$25.00. If your recertification application has lapsed or is still incomplete 6 months or more from the date of your certificate expiry, please add a file reactivation fee of \$50.00. 															

SENDING YOUR RECERTIFICATION APPLICATION
<p>In accordance with our environmental sustainability principles, we ask that you mail, by regular post, your completed application package, supporting documents/proof of education/training, in a single envelope also containing your recertification fee payment. ICBOC accepts payment in the form of a cheque, bank draft, money or postal order.</p> <p>Please make your payment payable to ICBOC. Once your package is complete, please mail it to:</p> <p>Registrar Indigenous Certification Board of Canada #207-2735 East Hastings Street Vancouver, BC, V5K 1Z8</p>

RECERTIFICATION APPLICATION GUIDELINES

INSTRUCTIONS FOR COMPLETING FORM 2

This form is to document training delivered by external providers, that you have completed.

External providers are:

- Trainers/facilitators invited to your place of work (in-house training) or community to deliver training.
- Training you completed outside of your place of work or community
 - Formal courses or programs delivered by universities and/or colleges or other educational institutions (online or classroom-based)
 - Informal training in the form of workshops, stand-alone courses, webinars, including those delivered by independent trainers or in the context of conferences (online or classroom based)

ACCEPTED PROOFS OF TRAINING:

- Certificates bearing the required information must be submitted for every completed training. Certificates that do not indicate the number of hours or the dates of training are not accepted. When only the date(s) of training is/are indicated on the certificates, ICBOC will grant 6.5 hours for each day of training.
- Official transcripts are required when you have graduated from a training program from a college, university or other educational institution. ICBOC accepts unofficial transcripts for programs that have been partially completed. The name of the institution, the student and the program must be documented on these transcripts. **Please provide the internet link to the program** so that ICBOC can review the course descriptions. ICBOC might request from you a description of the courses completed.
- You are responsible for obtaining certificates of attendance/completion. If you do not have access to or cannot acquire your certificates, under extenuating circumstances, a declaration on the employer's letterhead is accepted as proof of training. It must include the date of the training, the title and number of hours as well as the complete and legible contact information of the qualified signatory.
- If your training was completed in the context of a conference, please provide a certificate showing the title and hours for every session attended. Registration receipts, copy of conference program etc... are not considered proof of attendance and completion.

INSTRUCTIONS FOR COMPLETING FORM 3

What is alternative learning/training:

As an indigenous, culture-based certifying body, ICBOC recognizes that, for various reasons, it is sometimes difficult to attend training outside the community. We believe that knowledge and skills can also be acquired through alternative means. Below are three distinct situations where this kind of alternative learning/training can be acquired and recognized:

Situation 1. Participation in cultural/traditional activities in the context of your healing work with clients. By attending and/or participating in these activities with your clients, during work hours, you are acquiring skills and knowledge about how and why these activities can impact the recovery and wellbeing of your client.

Situation 2. Cultural teachings or advice you received from an Elder at your place of employment, during the course of your work schedule. This might relate to issues pertaining to your own ability to engage with your clients, for which you are seeking guidance with the view to improve your interventions and relationship.

Situation 3. Training you have developed and delivered yourself in-house to your colleagues, your clients or to people in your community. By sharing your knowledge with others, you are also gaining valuable skills and knowledge. Among the skills you will acquire are presentation skills, interpersonal skills, communication, analytical, time management skills etc... Imparting knowledge is not a one-way process. Your audience is always made up of people who can also contribute their own ideas, views, learnings, values etc.. This will impact and enhance your own knowledge. We encourage employers and supervisors to foster the sharing of the knowledge that already exists among their staff. Creating a community/circle of learning in a workplace enhances individual and collective learning.

IMPORTANT:

- Please read, use and complete this form carefully, as instructed, or the form will not be accepted.
- **Do not use this form to list any training provided by external trainers/facilitators.** If you attended in-house training, provided by external facilitators, use form 2.
- Please complete one form (form 3) per situation. Do not list learnings/trainings acquired in multiple situations on one single form. Please make as many photocopies of form 3 as you require to separately document learnings/trainings pertaining to each individual situation.
- Please note that the maximum number of hours accepted as part of the Declaration of alternative learning/training must **not exceed 26 hours**.
- **Ensure that each copy of form 3 listing the learnings/trainings is completed as required by a person qualified to sign it** (Elder, employer, executive director, supervisor, training coordinator, human resources manager, or any other person responsible for staff training and who can be contacted). If it is not possible for an Elder to complete and sign form 3 for situation 2, it can be completed by one of the other qualified persons. However, the name and contact information of the elder **MUST** be provided.

FORM 3 - DECLARATION OF ALTERNATIVE LEARNING/TRAINING											
Name of applicant					Date of this declaration						
Through which situation did you acquire the learning/training you are listing in this form (Check appropriate box)											
Situation 1				Situation 2				Situation 3			
								Documents for situation 3 are included?(checkmark the box)			
Name of the employing organization/agency											
Name of the person qualified to sign this declaration											
Job Title of the person signing this declaration											
Telephone					Email						
Date		Title of the training session							Hours		
Note: If you need more space to list the training that the applicant has attended/completed, please photocopy this page. Please ensure that the declaration section below is completed.											
DECLARATION I, the undersigned, affirm that I am the person qualified to provide this letter of declaration and that I have verified the training received by the above-named applicant. I declare that the information provided in this letter is correct and truthful. Name of qualified person _____ Signature of qualified person _____ <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> Year _____ </div> <div style="text-align: center;"> Date _____ Month _____ Day _____ </div> <div style="text-align: center;"> Telephone # _____ </div> </div>											